



platform for the implementation of NAIADES

## **European Reference Data Management Service (ERDMS)**

### **Admin manual**

Grant Agreement:	<b>TREN/FP7/TR/218362</b>
(Sub)workpackage:	<b>SWP 5.2. D.14 and D.15</b>
Author:	<b>RWS</b>
Version (date):	2011-04-12



### Document history

Document version (date)	Comments (changes compared to previous version)	Authorised by
12-04-2011	Document updated en restyled	Marco van Dop

### Authors of the document

Responsible organisation	Principal author
RWS	

**DISCLAIMER** PLATINA is funded by the Directorate General on Energy and Transport of the European Commission under the 7th Framework Programme for Research and Technological Development. The views expressed in the working papers, deliverables and reports are those of the project consortium partners. These views have not been adopted or approved by the Commission and should not be relied upon as a statement of the Commission's or its services' views. The European Commission does not guarantee the accuracy of the data included in the working papers and reports, nor does it accept responsibility for any use made thereof.

## Contents

<b>1.Introduction .....</b>	<b>3</b>
1.1. General .....	3
<b>2.Datamanager Manual .....</b>	<b>4</b>
2.1. General .....	4
2.2. Start up.....	4
2.3. Login .....	4
2.4. Homepage.....	5
2.5. Search for (and edit) existing reference data .....	6
2.6. Processing mutations .....	6
2.6.1. Edit mutations .....	7
2.6.2. Accept mutations.....	8
2.6.3. Reject mutations .....	8
2.7. Construct updates .....	9
2.8. Admin history .....	10
2.9. Manage authentications .....	11
<b>Appendix I: Reference data types .....</b>	<b>13</b>
SRS Locations .....	13
SRS HS goods .....	15
SRS ADNR codes .....	16
SRS Container types .....	18
SRS (Inner) Pack types .....	19
SRS Ship types .....	20
SRS List of Countries .....	21

## 1. INTRODUCTION

### 1.1. General

This user manual describes the use of the European Reference Data Management Service (ERDMS) for the Admin (datamanager) role.

In general terms, ERDMS produces mutations in the reference data that is used by a variety of users in various navigation systems. The mutations are entered by authorised users then validated and accepted by the designated Data Manager, after which they are finalised in the system and published.

The process is outlined below:

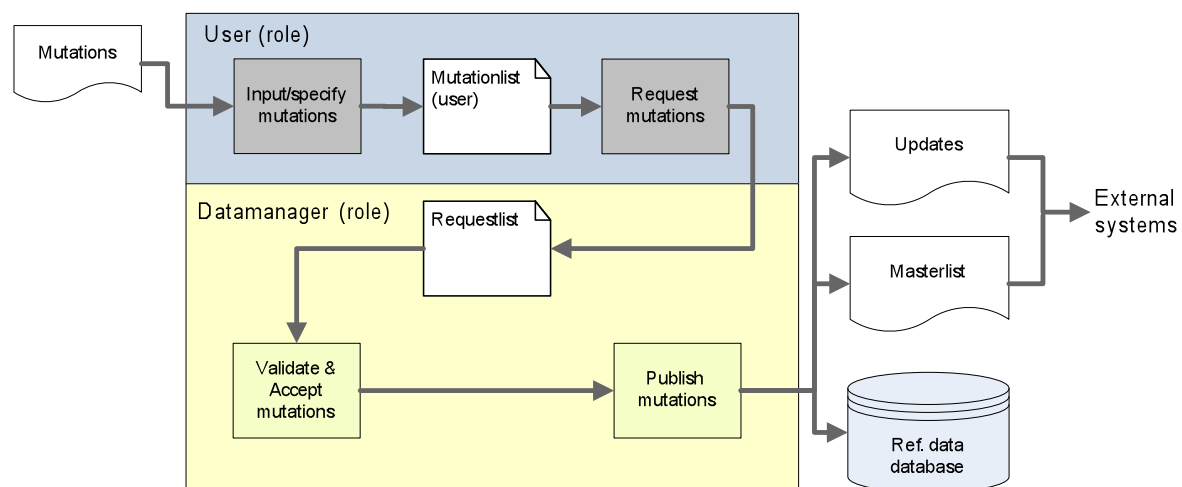


Figure 1: Reference Data Management – Tool, system context

In this manual only the “Datamanager” role will be explained (lower part of diagram in Figure 1). The manual expects some knowledge about ERI (Electronic Reporting) and the purposes of the several codes (see also the short data type description in the appendix).

The manual starts with a general description and how to Login (par. 2.3), including the Home page (par. 2.4). Paragraph **Error! Reference source not found.** describes how to enter new mutations or edit existing data and request mutations. Finally some additional functions are described, such as Searching, Import & Export mutations and Dumping (par. **Error! Reference source not found.**) the Master data (=actual reference data/codes).

## 2. DATAMANAGER MANUAL

### 2.1. General

This manual describes how the datamanager(s) should use the ERDMS application. The datamanager is defined as the person who validates, approves and publishes mutations that were requested by the users (see Figure 1).

There is a separate manual for the Administrator / Data Manager

This document describes the manual for the European Reference Data Management Service. The text and figures are based on version 1.2 (March 2011) of the application.

### 2.2. Start up

#### URL ERDMS

The ERDMS is opened by typing the following URL in the internet browser address bar:

<http://reftool.risexpertgroups.org>

### 2.3. Login

The Login screen displays the following fields:

- User name: <<enter user name here>>
- Password: <<enter password here>>

Click on the “Login” button to start the login procedure.

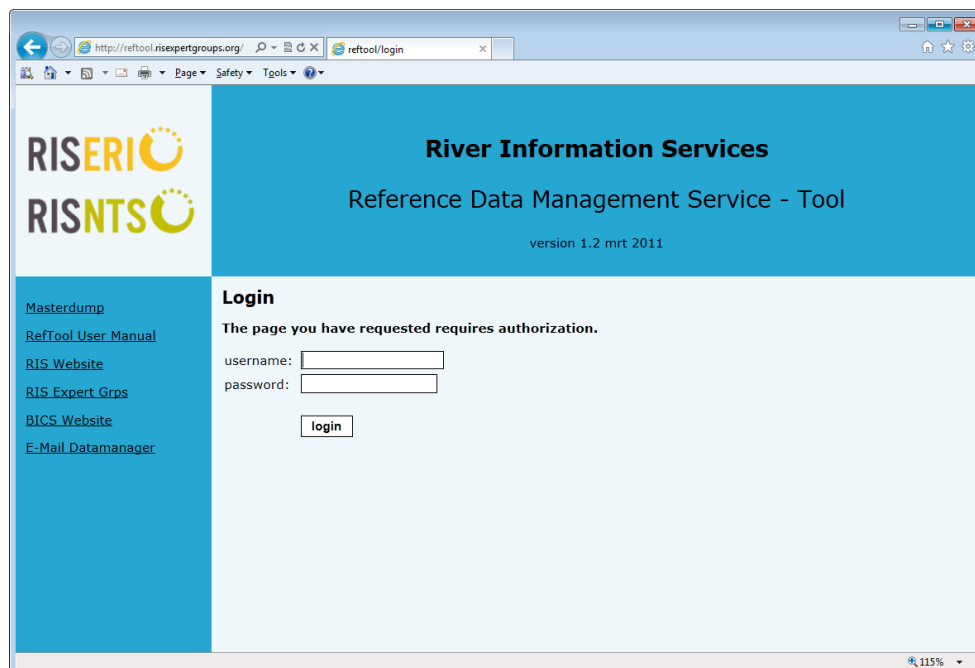


Figure 2: Login screen

## 2.4. Homepage

After login first the User Homepage will be displayed. Select the “Admin” button in the upper left corner to switch to the Admin homepage.

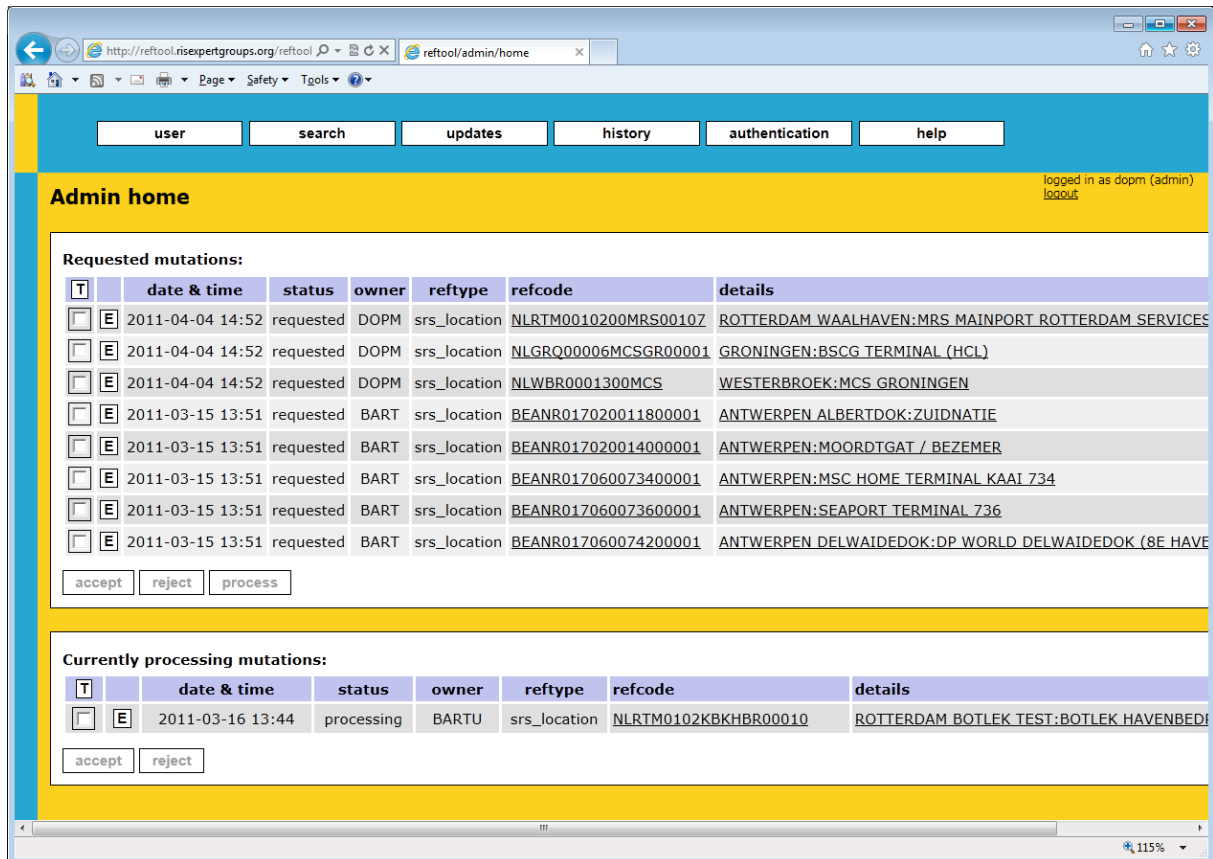


Figure 3: Admin Homepage

From within this Homepage you can activate the following functionalities:

- Switch back to User mode (see User Manual)
- Search for specific existing data (existing data can be used to specify a new mutation change or addition)
- Validate, Process, Accept and Reject mutations ('requested mutations')
- Construct updates
- View your history (what was entered and what happened to it)
- Manage user authentications

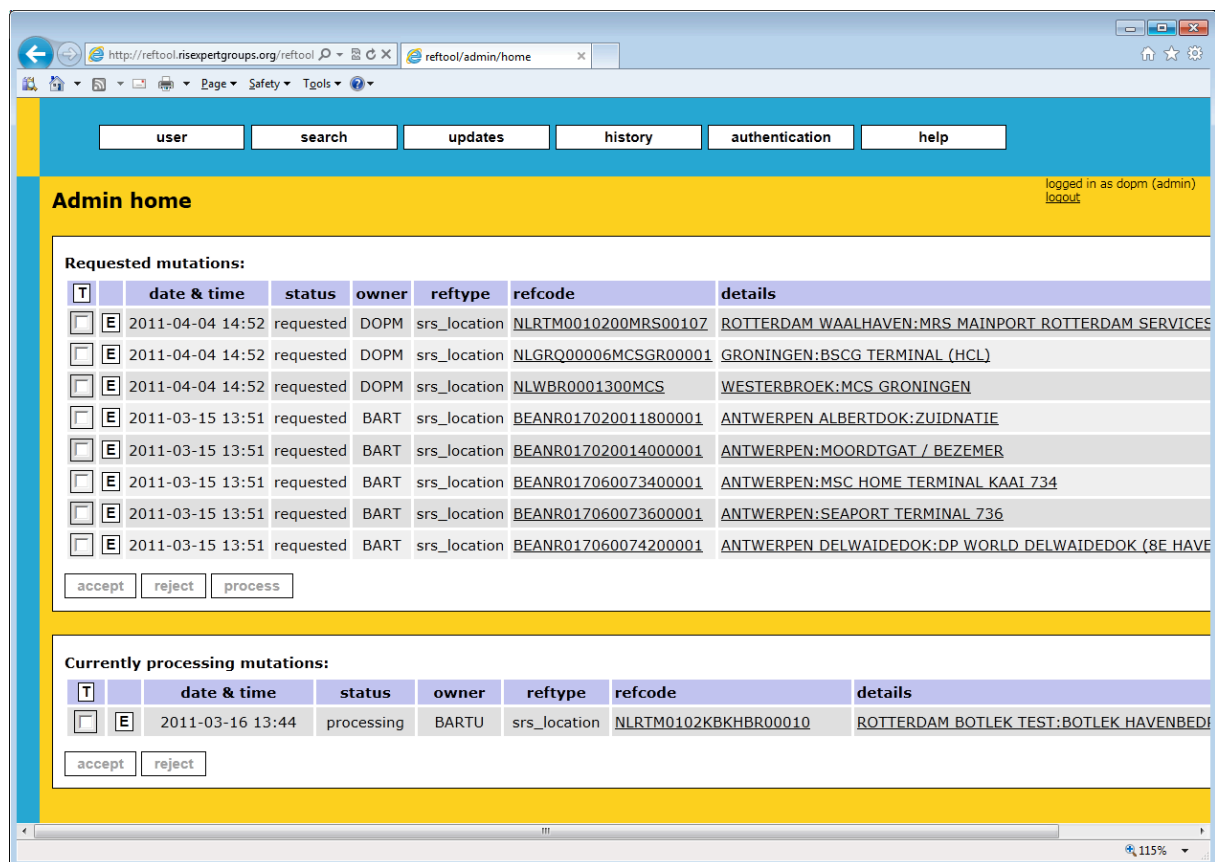
## 2.5. Search for (and edit) existing reference data

The “Search” option is located at the homepage and can be used to search for reference data that already exists. Onwards this data can be viewed, edited or copied.

These functionalities are also available for normal users. Please read the ERDMS User manual to learn more.

## 2.6. Processing mutations

Mutations that have been requested by users are displayed on the homepage:



The screenshot shows the 'Admin home' page of the reftool. The page has a navigation bar with buttons: user, search, updates, history, authentication, and help. The user is logged in as 'dopm (admin)' with a 'logout' link. The main content area is divided into two sections: 'Requested mutations' and 'Currently processing mutations'.

**Requested mutations:**

T		date & time	status	owner	reftype	refcode	details
<input type="checkbox"/>	E	2011-04-04 14:52	requested	DOPM	srs_location	NLRTM0010200MRS00107	ROTTERDAM WAALHAVEN:MRS MAINPORT ROTTERDAM SERVICES
<input type="checkbox"/>	E	2011-04-04 14:52	requested	DOPM	srs_location	NLGRQ00006MCSGR00001	GRONINGEN:BSCG TERMINAL (HCL)
<input type="checkbox"/>	E	2011-04-04 14:52	requested	DOPM	srs_location	NLWBR0001300MCS	WESTERBROEK:MCS GRONINGEN
<input type="checkbox"/>	E	2011-03-15 13:51	requested	BART	srs_location	BEANR017020011800001	ANTWERPEN ALBERTDOK:ZUIDNATIE
<input type="checkbox"/>	E	2011-03-15 13:51	requested	BART	srs_location	BEANR017020014000001	ANTWERPEN:MOORDTGAT / BEZEMER
<input type="checkbox"/>	E	2011-03-15 13:51	requested	BART	srs_location	BEANR017060073400001	ANTWERPEN:MSC HOME TERMINAL KAAI 734
<input type="checkbox"/>	E	2011-03-15 13:51	requested	BART	srs_location	BEANR017060073600001	ANTWERPEN:SEAPORT TERMINAL 736
<input type="checkbox"/>	E	2011-03-15 13:51	requested	BART	srs_location	BEANR017060074200001	ANTWERPEN DELWAIDEDOK:DP WORLD DELWAIDEDOK (8E HAVE

Buttons: accept, reject, process

**Currently processing mutations:**

T		date & time	status	owner	reftype	refcode	details
<input type="checkbox"/>	E	2011-03-16 13:44	processing	BARTU	srs_location	NLRTM0102KBKHB000010	ROTTERDAM BOTLEK TEST:BOTLEK HAVENBEDI

Buttons: accept, reject

Figure 4: Mutations on homepage

Depending of its status, a mutation is listed as ‘Requested mutation’ or as ‘Currently processing mutation’.

### Requested Mutations

Requested mutations are those mutations that has been requested to the data manager by the users. Each mutation that is requested, first appears in this list.

### Currently processing mutations

Those mutations are being processed by the datamanager. The datamanager can change the status of a mutation from 'requested' to 'processing' to keep track of his work.

Various actions can be applied to the mutations in both lists:

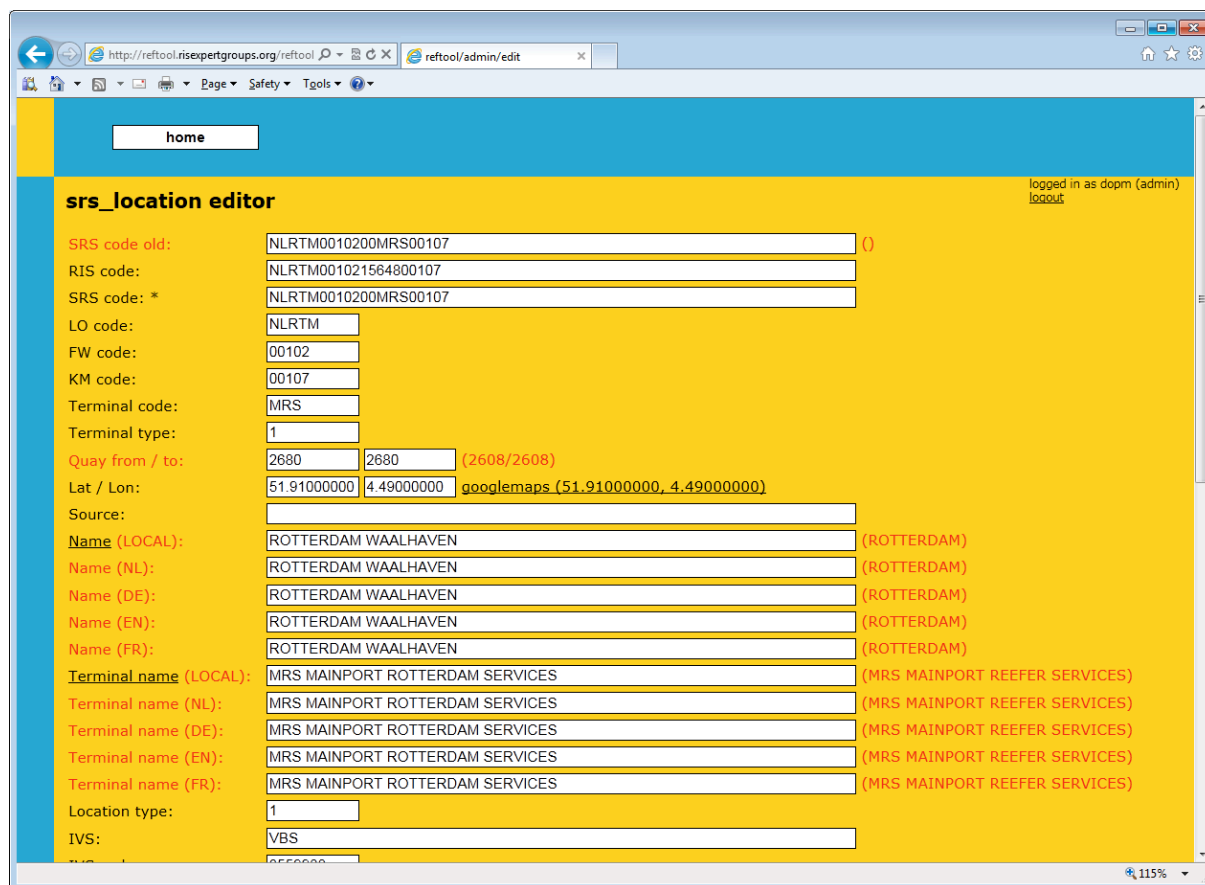
- **View details**  
View the details of each mutation by clicking the underlined 'Refcode' or 'Details'-fields.
  - **Edit mutations**  
Edit the mutation by clicking the Edit-button (E) in front of the record.
  - **Accept selected mutations**  
Select the checkbox in front of the record(s) and click the 'Accept' button.  
The selected mutations will be applied to the ERDMS database (reference data will be added, changed or deleted).
  - **Reject selected mutations**  
Select the checkbox in front of the record(s) and click the 'Reject' button. The mutation(s) will not be applied to the ERDMS database and will disappear from the homepage.
  - **Process selected mutations**  
Select the checkbox in front of the record(s) and click the 'Process' button. The mutation(s) will be transferred to the 'Currently processing mutations' list. The purpose of this list is to help the datamanager keep track of his work. The user that requested a mutation is able to see that his mutation is in process.
- ➔ Clicking on the 'T' (Toggle current selection) is an alternate selection method. This activates all the checkboxes in the table.

#### 2.6.1. Edit mutations

As described earlier, a requested mutation can be edited and viewed in detail by selecting the 'E'-button in front of the record. A new screen will appear in which the datamanager can validate and modify the selected mutation (see figure 5).

- ➔ Field names that are marked red indicate that the data of that field is changed by the user. ERDMS will show the original value behind the editable field (also in red color).
- ➔ When a user requests to add a new record to the ERDMS, all field names will be black.





**Figure 5: Validate / modify mutation**

When finished, the data manager can directly save, accept or reject the requested mutation via the buttons at the bottom of the screen.

### 2.6.2. Accept mutations

When the datamanager agrees with the requested mutation, he has to accept the mutation to finalize the changes to the ERDMS database. A mutation can be accepted by selecting it in the Home screen, or via the editor screen (see paragraph 2.6.1).

The mutation will be removed from the admin home page and will show up in the admin history (see paragraph 2.8)

### 2.6.3. Reject mutations

When the datamanager disagrees with the requested mutation, he has to reject the mutation. When doing this A mutation can be reject by selecting it in the Home screen, or via the editor screen (see paragraph 2.6.1).

The data manager has to fill in the reason for rejecting. When rejecting via the Edit screen, this reason needs to be filled in in the 'Remarks' field. When rejecting via the home screen, this will be prompted in a popup window.

The user that requested the mutation will be informed that the mutation is rejected. He or she can decide to edit the mutation and request it again, or just delete it.

After rejecting the mutation will be removed from the admin home page and will show up in the admin history (see paragraph 2.8)

## 2.7. Construct updates

The data manager can construct update files which contain all mutations that has been made to the reference data in the ERDMS, since the last update file was created. The data manager periodically publishes or distributes these updates to the users, so they can synchronize their systems with the ERDMS.

The update function can be launched by selecting the button 'Updates' at the home page. After selecting this button, the Updates - screen appears:

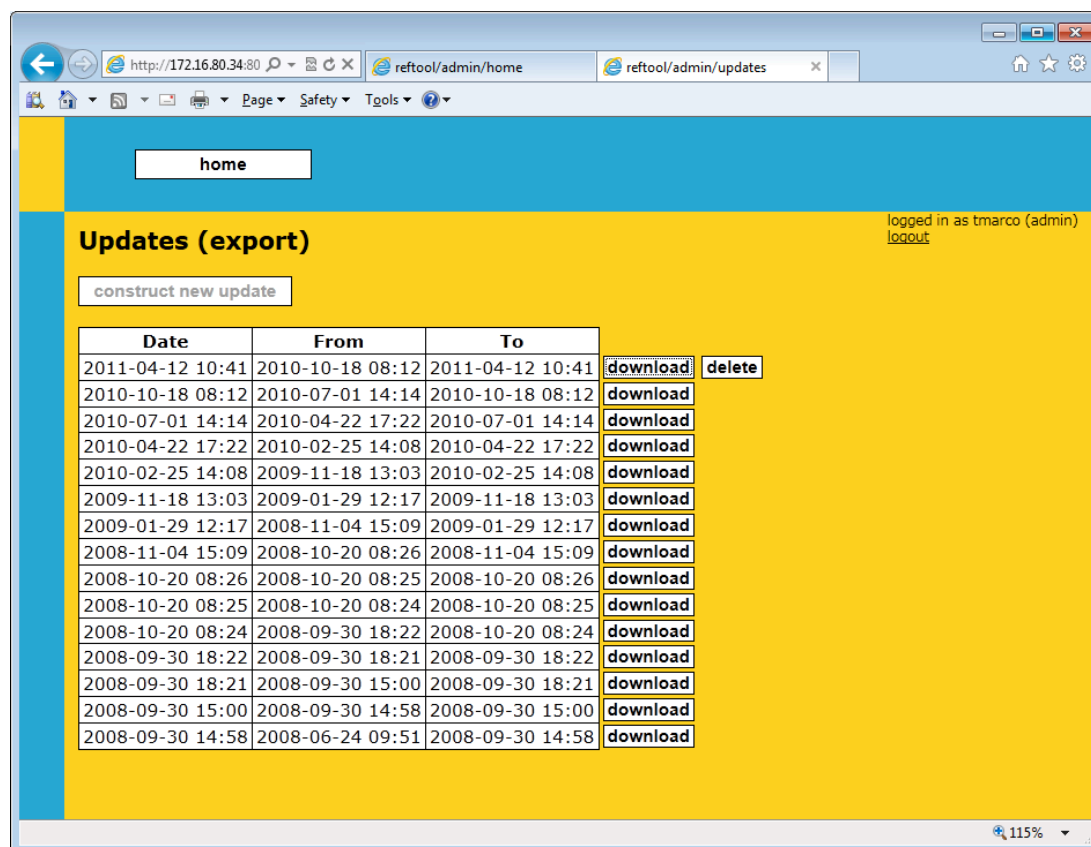


Figure 6: Construct updates

In this screen previously made updates are shown. The first column (Date) shows the date that the update was constructed. Each update file contains all mutations that have been made to the reference data in the ERDMS within the period that is specified by columns 'From' and 'To'.

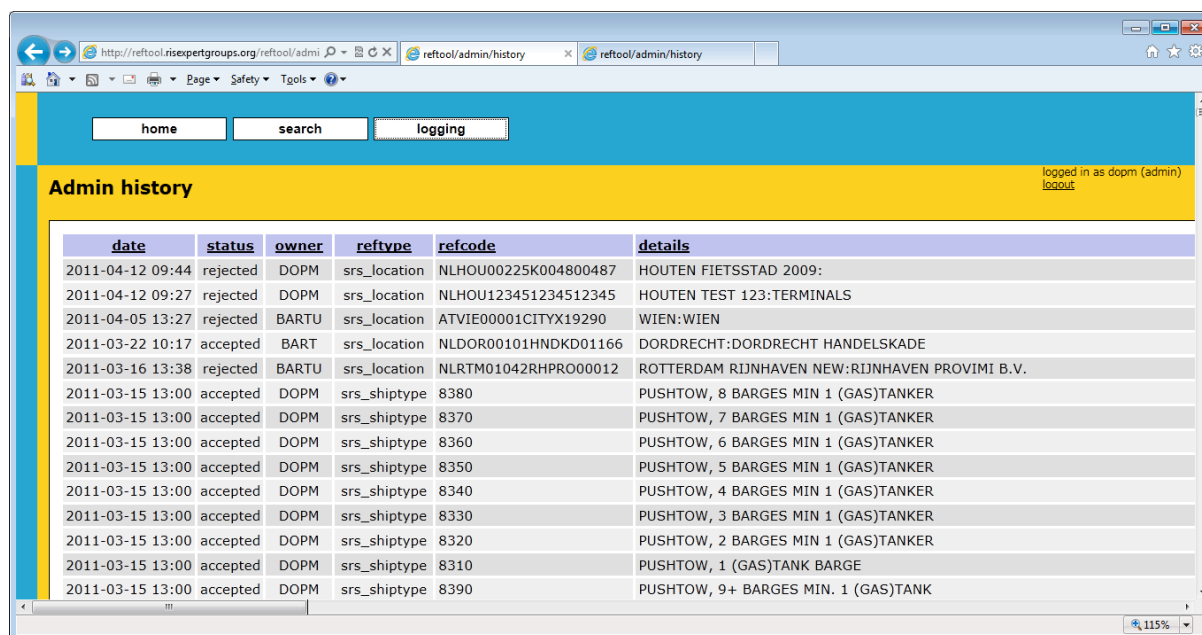
A new update can be constructed by selecting the 'construct new update' button. The ERDMS will make a new update file that contains all mutations that have been accepted by the data manager since the last update was constructed (in figure 5, this should be all accepted mutations since the 4<sup>th</sup> of april 2011, 10:41).

The update files can be downloaded by selecting the 'download' button. A compressed zip-file will be saved to the local machine. The zip-file contains one or more comma separated files (\*.csv), one for each reftype that has accepted mutations within the specified period.

- ➔ The latest update can be deleted by the data manager. This can be useful if an update is not yet distributed to the users, but another update is to be constructed. To avoid distributing two updates, first delete the latest update and then construct one new update file.

## 2.8. Admin history

The admin history shows the actions of the data manager in relation to requested mutations (reject, accept). To see the admin history, select the 'history' button at the home page.



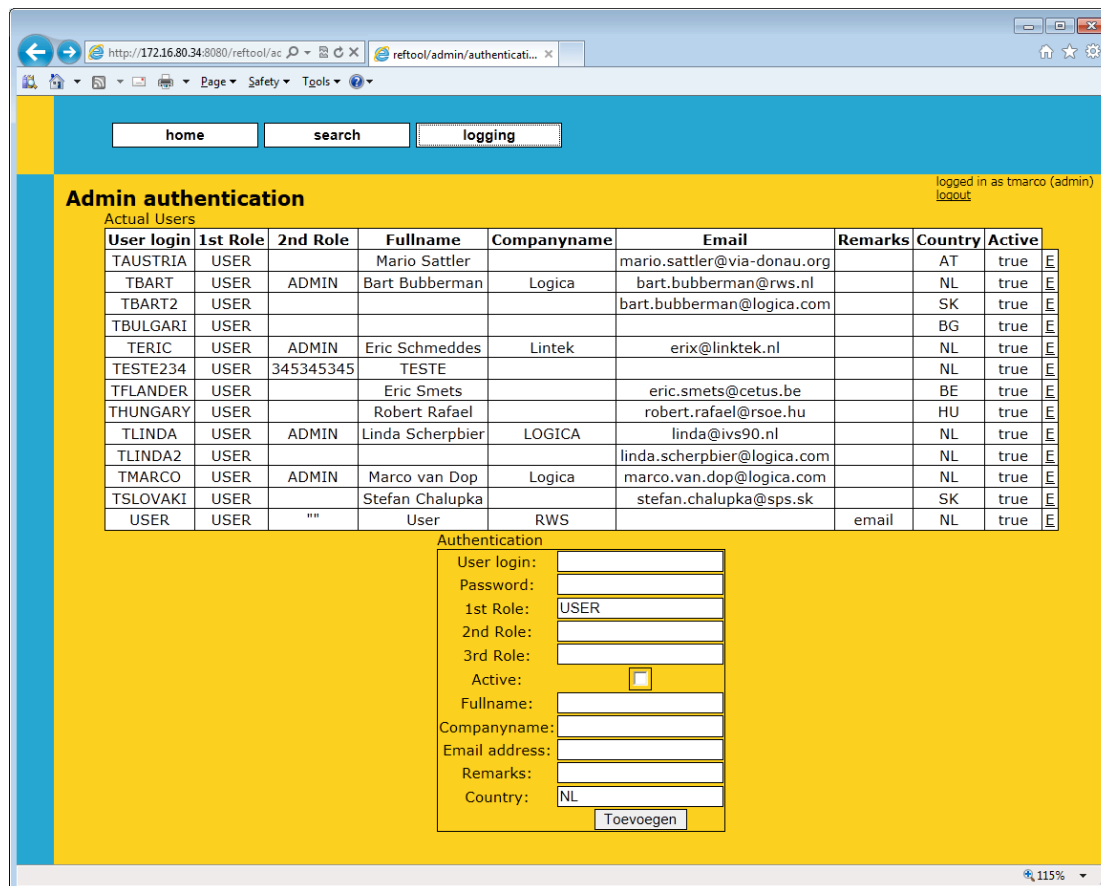
date	status	owner	reftype	refcode	details
2011-04-12 09:44	rejected	DOPM	srs_location	NLHOU00225K004800487	HOUTEN FIETSSTAD 2009:
2011-04-12 09:27	rejected	DOPM	srs_location	NLHOU123451234512345	HOUTEN TEST 123:TERMINALS
2011-04-05 13:27	rejected	BARTU	srs_location	ATVIE00001CITYX19290	WIEN:WIEN
2011-03-22 10:17	accepted	BART	srs_location	NLDOR00101HNDKD01166	DORDRECHT:DORDRECHT HANDELSKADE
2011-03-16 13:38	rejected	BARTU	srs_location	NLRTM01042RHPR000012	ROTTERDAM RIJNHAVEN NEW:RIJNHAVEN PROVIMI B.V.
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8380	PUSHTOW, 8 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8370	PUSHTOW, 7 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8360	PUSHTOW, 6 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8350	PUSHTOW, 5 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8340	PUSHTOW, 4 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8330	PUSHTOW, 3 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8320	PUSHTOW, 2 BARGES MIN 1 (GAS)TANKER
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8310	PUSHTOW, 1 (GAS)TANK BARGE
2011-03-15 13:00	accepted	DOPM	srs_shiptype	8390	PUSHTOW, 9+ BARGES MIN. 1 (GAS)TANK

Figure 7: Admin history

The list shows the status of previously requested mutations (accepted or rejected), the reftype, refcode and description of the record. The first column specifies the date and time that the data manager accepted or rejected the requested mutation.

## 2.9. Manage authentications

The data manager is also responsible for managing the user accounts for the ERDMS. This can be done via the 'Admin authentication' screen that can be loaded by selecting the 'authentication' button that is located on the admin home page.



logged in as tmarco (admin)  
logout

home search logging

### Admin authentication

Actual Users

User login	1st Role	2nd Role	Fullname	Companyname	Email	Remarks	Country	Active	
TAUSTRIA	USER		Mario Sattler		mario.sattler@via-donau.org		AT	true	E
TBART	USER	ADMIN	Bart Bubberman	Logica	bart.bubberman@rws.nl		NL	true	E
TBART2	USER				bart.bubberman@logica.com		SK	true	E
TBULGARI	USER						BG	true	E
TERIC	USER	ADMIN	Eric Schmeddes	Lintek	erix@linktek.nl		NL	true	E
TESTE234	USER	345345345	TESTE				NL	true	E
TFLANDER	USER		Eric Smets		eric.smets@cetus.be		BE	true	E
THUNGARY	USER		Robert Rafael		robert.rafael@rsoe.hu		HU	true	E
TLINDA	USER	ADMIN	Linda Scherpbier	LOGICA	linda@ivs90.nl		NL	true	E
TLINDA2	USER				linda.scherpbier@logica.com		NL	true	E
TMARCO	USER	ADMIN	Marco van Dop	Logica	marco.van.dop@logica.com		NL	true	E
TSLOVAKI	USER		Stefan Chalupka		stefan.chalupka@sps.sk		SK	true	E
USER	USER	""	User	RWS		email	NL	true	E

Authentication

User login:

Password:

1st Role:

2nd Role:

3rd Role:

Active: ☐

Fullname:

Companyname:

Email address:

Remarks:

Country:

Figure 8: Manage authentications / user accounts

Within this screen, user accounts can be added, modified or deleted.

The table shows existing user accounts.

### Add user accounts

Below the table with existing user accounts, some empty fields are displayed. Fill in these fields and select the 'Add' button to add a new user account.

- ➔ To add a new admin account, make sure the first role is 'USER' and the second 'ADMIN'. To create a new user account, just specify the first role as 'USER'.

### Modifying user accounts

To modify an account, select the edit button 'E' behind it. The account data will be loaded in the fields below the table. Here data like password, Role or email address can be changed.

Confirm the changed data by selecting the 'Change' button.

#### Delete user account

To delete a user account, first load it by selecting the Edit button 'E' behind it. Below the editable field a button 'delete' is displayed. Select this button to delete the user account.

- ➔ It is also possible to inactivate a user account. Just deselect the checkbox 'Active' and save changes. The user is now unable to login to the ERDMS.